



TENNESSEE DEPARTMENT OF EDUCATION

Job Posting

Position Title: CTE Specialist

Reports To: Director of Student Leadership

Location: Division of College, Career and Technical Education
Nashville, TN

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The CTE Specialist is responsible for the effective management of the daily operations of Tennessee DECA and Tennessee FBLA. Within the framework of these career and technical student organizations (CTSOs) and the limits of the by-laws of the CTSOs, the CTE Specialist plans, organizes, and directs the Executive Board, the programs, and the activities of DECA and FBLA; is responsible for the management of both DECA's and FBLA's annual conferences and exhibits, competitions and leadership activities; develops and manages the marketing strategy for all of the organizations' programs and services and manages all communications and public relations activities for the organizations; facilitates the flow of information between the state office and chapters, and between the national office and chapters; assists chapters in enhancing local activities, including education, membership development, public relations, and grassroots efforts; maintains effective internal and external relationships; achieves economical, productive performance, forward-looking programming, and constructive growth of Tennessee DECA and Tennessee FBLA.

Specific Position Responsibilities:

1. Planning and coordinating career development events at the local, state, and national levels for middle school and high school students who are members of the Tennessee DECA and Tennessee FBLA career and technical student organizations.
2. Working closely with, and providing support to, middle school and high school teachers who serve as their district's advisors for the student professional organizations.
3. Seeking support and (where needed) sponsorships for events related to said student professional organizations.
4. Travelling to various cities and sites in support of said organizations' competitions and conferences.



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5. Working collaboratively with other CTE Specialist staff members in order to identify logistical efficiencies, which will benefit students, advisors, and the Office of CTE.
6. Engaging, when needed, CTE Career Cluster Consultants to ensure coordinated event planning alignment and coordination.
7. Supporting, when requested, programming or other CTE-related projects within the Office of CTE.

Qualifications:

1. Bachelor's degree in marketing, business, or education-related field, master's degree preferred
2. Minimum three years teaching experience (required)
3. Demonstrated success as a CTSO chapter advisor (preferred)

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Dina.Starks@tn.gov.

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